

[| NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

# NASA Procedural Requirements

**NPR 3100.1**

Effective Date: May 07, 1999

Expiration Date: December  
07, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

---

## Subject: Management of The Senior Executive Service

**Responsible Office: Office of Human Capital Management**

[| TOC](#) | [CHANGE](#) | [PREFACE](#) | [CHAPTER1](#) | [CHAPTER2](#) | [CHAPTER3](#) | [CHAPTER4](#) |  
[AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [ALL](#) |

## Chapter 2: Management Structure

---

2.1. The Administrator is directly and personally responsible for the overall management of the SES at NASA.

2.2. The Executive Resources Board (ERB) is a board required by law to conduct the SES merit staffing process. The ERB also functions as an advisor to the Administrator in executive personnel planning, utilization of executive resources, and executive development. Members and the Chairperson are appointed by the Administrator.

2.3. The Performance Review Board (PRB) is a board required by law to make recommendations to the Administrator on the performance of NASA executives. Members and the Chairperson are appointed by the Administrator. As a minimum, more than one-half of the members must be SES career appointees. The NASA Senior Executive Committee (SEC) serves as the performance review board for NASA Center Directors, executives reporting to the Administrator and Deputy Administrator, and members of the PRB. Members are the Chairperson of the ERB, the Chairperson of the PRB and one other member appointed by the Administrator.

2.4. The Assistant Administrator for Human Resources assists the Administrator in the overall management of the SES, chairs the Executive Resources Board (ERB), directs activities that provide policy advice and management support to the Administrator, and oversees and coordinates SES systems dealing with recruitment, appointment, position allocation and management, executive development, performance appraisal, and compensation.

2.5. Institutional Program Officers (IPO's) are Enterprise Associate Administrators with the dominant activity at a NASA Center, and they exercise oversight of the executive resources system within their Headquarters organization and the Centers where their activity is dominant.

2.6. Executive Position Managers (EPM's) are Officials-in-Charge of Headquarters Offices (OIC's) and Center Directors, and they manage the NASA executive resources system within their NASA organizational jurisdictions. The EPM's implement SES management policy and processes in their organizations, including the following: SES performance appraisals, SES recertification, Presidential Rank and bonus nominations, incentive awards, compensation, executive resources and development planning, and identification of potential successor candidates.

2.7. The Director, NASA Personnel Division, is a member of the PRB, serves as the Executive Secretary to the ERB and SEC, and provides direct staff support to the ERB, PRB, and the SEC.

2.8. The reporting relationships of the Administrator, the SEC, the PRB, the ERB, and the EPM's are shown in Appendix A.

[| TOC](#) | [CHANGE](#) | [PREFACE](#) | [CHAPTER1](#) | [CHAPTER2](#) | [CHAPTER3](#) | [CHAPTER4](#)  
[| AppendixA](#) | [AppendixB](#) | [AppendixC](#) | [ALL](#) |

[| NODIS Library](#) | [Human Resources and Personnel\(3000s\)](#) | [Search](#) |

**DISTRIBUTION:**  
**NODIS**

---

**This Document Is Uncontrolled When Printed.**

Check the NASA Online Directives Information System (NODIS) Library  
to Verify that this is the correct version before use: <http://nodis3.gsfc.nasa.gov>

---